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From: Connolly, Grace (DPH)
Sent: Monday, July 23, 2012 4:30 PM
To: Caloggero, Dina (DPH); Nassif, Julianne (DPH); Stiles, Tracy (DPH); Smole, Sandra (DPH)
Cc: Han, Linda (DPH)
Subject: FW: Reports to Assignment for Self Service Time and Attendance
Attachments: HSLI Reporting Relationships July, 2012.xls

Importance: High

Follow Up Flag: FollowUp
Flag Status: Completed

Hello,
Self-service Time & Attendance is going to go live on October 21, 2012 and as part of that process HR needs updated reporting relationships. I broke out the file by Division Director. The exercise is kind of tedious but if you indicate who the supervisor is and whether they have time approving authority I'll transfer all of the other required info into the cells. I'll be in JP tomorrow if you have any questions and will review on Friday the information available about the SST&A. Thanks.

Grace

From: Sullivan, Julie (DPH)
Sent: Thursday, July 19, 2012 10:44 AM
To: Connolly, Grace (DPH)
Cc: Han, Linda (DPH)
Subject: Reports to Assignment for Self Service Time and Attendance

Enclose is the exercise we discussed at the Administration Meeting, Wednesday, July 18, 2012. **I will need the completed report back by close of business July 27.** This date is several days earlier than noted in the meeting. Human Resources moved the deadline; the completed report for Central Offices is due to Human Resources by July 31, 2012.

In the enclosed report we are being asked to identify the supervisor of each position. This information is needed to prepare for self service time and attendance. The system uses a hierarchy approach for approving time and attendance. It has the capacity to bypass supervisors who do not approve time and attendance. Supervisors who do not approve time and attendance will not have the ability to view the attendance of their direct reports.

- The report is provides a snapshot in time. Please use Monday, July 23, as the effective date. You can add rows to this report for new hires, and update information in instances where there has been a change in position title or position number, please no do not delete rows.

- With the exception of new hires and promotions all the information you need to complete this exercise is included in your spreadsheet. Please work with your Employment Service Coordinator or local HR office to obtain the information you need for new hires or promotions.

- Columns E through K list the employees in your Bureau. For each employee you will need to enter the supervisor's information in columns L through R. This must be the supervisor of record, the individual who completes EPRS or ACES, in most instances this person will be the the time approver.

- The information in column S answers the question, Is the person the time approver? Enter Y(yes) or N(no).

- The information in column T relates to the employee information in columns E through K. Please indicate if the employee is a new hire or new to your unit (Add); if the employee has terminated or left your unit (Delete), or the position number and title has changed since the report was generated (Update).

Please feel free to call me if you have questions.

Thank you,